PM Minimalist Quiz: Basic Project Management Terms & Concepts -- Part 1, Definitions

The right column below lists some formal PM definitions as presented in the ***Project Management Minimalist***, ***Glossary of Terms Used***. The left column lists some terms which match the definitions. In the blank space in front of each definition, write the letter of the term which it best describes.

A. Resources

B. Deliverable

C. Stakeholders

D. Phase

E. Milestone

F. Project

G. Rework

H. Sponsor

1. _____: Individuals and organizations who are actively involved in the project or whose interests may be affected by it

2. _____: The customer, client, final owner or entity providing funds for the project. In addition, this person may have the power to approve resources such as staff members and/or stop the project.

3. _____: Any measurable, tangible, verifiable item that must be produced to complete the project

4. _____: A collection of logically related project activities, usually culminating in the completion of a major deliverable

5. _____: The correction of defective work. It may take place before or after inspection or testing. It may also be the result of getting stakeholders involved too late, after much time, effort and labor dollars have been spent.

6. _____: A significant event in the project, usually the completion of a major deliverable

7. _____: Any people, equipment, and materials needed to execute a project

8. _____: A temporary endeavor undertaken to create a unique product or service

9. *(Bonus question… See if you can guess the correct answer!)*
The two most important words in the definition of "project" are:

A. _____

B. _____

PM Minimalists Quiz: Basic Project Management Terms & Concepts -- Part 2, Project Artifacts & Key PM Steps

Below is a list of the 10 Steps to Project Success as outlined in ***The Project Management Minimalist.*** Below the list of Steps are some project artifacts. Each of these artifacts should be created in one of the 10 Steps. In front of each step, write the letter of the artifact that should be created in that Step. *(NOTE: Some Steps typically result in more than one artifact.)*

1. _____ Define the project concept, then get support and approval.
2. _____ Get your team together and start the project.
3. _____ Figure out exactly what the finished work products will be
4. _____ Figure out what you need to do to complete the work products. (Identify tasks and phases.)
5. _____ Estimate time, effort, and resources.
6. _____ Build a schedule.
7. _____ Estimate the costs.
8. _____ Keep the project moving.
9. _____ Handle scope changes.
10. _____ Close out phases, close out the project.

Examples of Project Artifacts

A. Estimate of hours to be expended by a particular type of worker.
B. Project network diagram with critical path
C. Project Charter
D. Lessons Learned
E. Regular communications such as Status Report and team updates
F. Method for dealing with expansion of deliverables beyond approved estimates
G. Strategy for inspecting deliverables as they are being created
H. Responsibility/Accountability Matrix
I. Project organization chart
J. List of specialized equipment needed for project team
K. Description of funds needed for each project phase
L. Strategy & agenda for conducting a Project Kickoff meeting
M. "Selling" the project concept to high-level senior managers
N. Strategy for moving deliverables among key stakeholders to obtain feedback
O. Request for temporary assignment of a technical specialist to the project team
P. Strategy for obtaining periodic signed approvals of particular project deliverables by key stakeholders
Q. Estimate of deliverables
R. Work Breakdown Structure (WBS)
S. Gantt chart

PM Minimalist Exercise: Essential Project Artifacts & Processes

To help you identify potential improvements in your project management processes, complete these activities:

1. Review the list below. It shows essential project artifacts and processes recommended in ***The Project Management Minimalist*.**
    - ❑ Project Charter
    - ❑ Responsibility/Accountability Matrix
    - ❑ Work Breakdown Structure (WBS)
    - ❑ Project Scope Statement
    - ❑ List of project tasks, activities, and phases presented as a workflow (network) diagram
    - ❑ Estimate of time, effort, and resources required
    - ❑ Comprehensive project schedule and (optionally) sub-schedules showing specific schedules for particular deliverables, specialty teams, or time periods (week, month, quarter, etc.)
    - ❑ Cost estimate
    - ❑ Status reports
    - ❑ Strategy for engaging stakeholders in review, feedback, revision, approval of deliverables as they evolve
    - ❑ Strategy for handling scope changes
    - ❑ Strategy for "closing out" project phases and obtaining formal sign-off
    - ❑ Strategy for "closing out" the entire project and obtaining formal sign-off
    - ❑ Project "Post Mortem" review process and development of Lessons Learned document

2. Recall a recent project on which you've worked or (preferably) which you have managed.

3. Referring to the list above, place a check mark (✓) beside each artifact or process which your project did NOT attain.

4. Answer this question: Would the project's work processes or end products have been improved if these unattained results had been attained? If so, how?

END… PM Minimalist Quiz & Exercise
NEXT PAGE… The Answer Key --->

Answer Key: PM Minimalist Quiz & Exercises

Quiz: Basic Project Management Terms & Concepts

Part 1, Definitions

1. C, Stakeholders
2. H, Sponsor
3. B, Deliverable
4. D, Phase
5. G, Rework
6. E, Milestone
7. A, Resources
8. F, Project
9. *(The bonus question!)* A and B: "temporary" and "unique"

Part 2 (Artifacts/Key Steps)

1. C, M
2. H, I, L, O
3. Q, R
4. N
5. A, J
6. B, S
7. K
8. E, G, P
9. F
10. D

Exercise: Essential Project Artifacts & Processes

This exercise was designed to help you identify potential improvements in your project management processes. So ***the "right answers" are going to be unique to your organization.***

After you complete the activities, ***you might discuss your results*** with your supervisor, sponsor, or project team to see if you can put any of these improvements to work for you! ***Good luck!***